

Internship

Permanent Establishment Operations

The mission of **UniCredit S.p.A. Permanent Establishment Vienna** is to perform activities on behalf of the Holding, primarily in the field of management and financial control, of legal support to various projects as well as other activities which are - for reasons of management and functionality - easier and more logical performed locally in Austria.

PE Operations is directly reporting to the Legal Entity's Management and responsible for steering and governing support to all units of UniCredit S.p.A. Zweigniederlassung Wien with regard to logistic & facilities, human resources, accounting & budgeting, governance, tax, travel and organisational management and ICT infrastructure.

What you can expect from this Internship:

- Provide administrative support to the PE Operations team in its daily business.
- Competent assistance to the Management of UniCredit S.p.A. Zweigniederlassung Wien with regard to organisational, operative as well as administrative tasks.
- Managing diaries, booking and arranging travel.
- Typing, compiling and preparing reports, presentations and correspondence.
- Liaising with staff as well as internal and external stakeholders.
- Reminding the managers of important tasks and deadlines.

What you should bring along- What we expect from you:

- Current studies in the field of Economics or related studies.
- Fluency in English and German, proficiency in Italian is of great advantage.
- Adept knowledge of MS Office tools.
- Proactive attitude.
- Sense of tact as well as communication skills.
- Willingness to work in an international environment.

What we offer:

Place: Vienna

Period: 2018 ongoing

An internship for at least 3 months (preferable up to 6 months) with a monthly gross salary of EUR 1050,00.

Application details:

We look forward to receiving your online-application on <http://praktikum.bankaustria.at>, indicating the advertisement-no. **3399** within your preferred period of the internship.

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ZWEIGNIEDERLASSUNG WIEN